

TO: Records Administration Branch
702 Magazine Building

FROM: (DIRECTORATE AND OFFICE)

DDI/Current Intelligence /Admin S-
OCT

SAFES	TOTAL NO. OF SAFES ON HAND
2 Drawer (under desk)	210
2 Drawer (free standing)	47
4 Drawer (correspondence)	184
5 Drawer (correspondence)	6
All purpose (with doors)	
Map and Plan File	3
Kardex (_____ Slides)	
- 5 - Drawer Card (5x8 size card; _____ inches per drawer)	3
- Drawer Card (_____ size card; _____ inches per drawer)	
OTHER (describe)	
CABINETS	TOTAL NO. OF CABINETS ON HAND
4 Drawer (correspondence)	3
5 Drawer (correspondence)	4
Map Cabinet Sections	
Map and Plan File	
Kardex (_____ Slides)	
Safe-T-Stack Units	
- Drawer Card (_____ size card; _____ inches per drawer)	
- Drawer Card (_____ size card; _____ inches per drawer)	
OTHER (describe)	
Supply Cabinets	3
2 drawer desk units	1
2 drawer steel (5 shelves)	2

Continue on reverse side

means
for
don't
use

SHELVING	WIDTH (in inches)	SECTIONS	SHELVES HIGH	TOTAL SHELVES	IN L
Correspondence type					
Library type					
Book Case Sections		154	3	462	1297.0
Tape shelves					
Conserv-A-File (roll out units)	36"	36	5	179	36 sections 204
Conserv-A-File-V (side roll)	42"	39	5	196	39 sections 601.5
Elevator (power files)					
Add-A-Shelf					
Movable Shelves (manual)					
Movable Shelves (motorized)					
CARD SHELVES (size card; ins per dr)					
OTHER (describe)					

REMARKS:

Include number of secure and vault areas in which records are stored 4

Entire Middle East-Africa Division.

154 Blkases	36 Conserv	39 Conserv.
6.4	11.3	13
61.6	108	117
9.24	36	39
985.6	36	507
	406.8	

STATINTL

13 July '73

SECRET

DDI / Current Admin Staff
Approved For Release 2002/09/26 : CIA-RDP76-00883R000100060025-5

SUBJECT: Records Control Schedule Changes Recorded During
Fiscal Year 1973 (Schedule No. 23-72)

} removed
by DRD
7/18/73

II. File equipment located within the Office of Current Intelligence is listed below by type and measurement in square feet:

1. Safes (free - 2 dr, 4 dr & 5 dr) (237x10.0).
2370 sq. ft.
2. Bookcase sections (462 shelves x 6.4)
2956.8 sq. ft.
3. Cabinets (56 shelves x 6.25)
350 sq. ft.
4. Other type safes (9x6.4)
57.6 sq. ft.
5. Conserver files "legal size" 36" (15x12.7)
190.5 sq. ft.
6. Conserver files "legal size" 42" (30x15.0)
450.0 sq. ft.

TOTAL 6374.9 sq. ft.

not used
see formulas
on other
sheets.

III. The Office of Current Intelligence has 13 types of reproduction equipment in use.



SECRET